

Competition Information

REQUEST FOR APPLICATIONS: IOWA STATEWIDE EMERGENCY SOLUTIONS GRANT & SHELTER ASSISTANCE FUND

The Iowa Finance Authority is requesting applications for the Iowa Statewide Emergency Solutions Grant (ESG) program AND the Shelter Assistance Fund (SAF) for the 2020 and 2021 Calendar Years. An estimated \$2.3 million in ESG funds may be available to fund approximately 25 awards and \$1.3 million in SAF funds may be available to fund approximately 25 awards.

APPLICATION DEADLINE AUGUST 16, 2019, 4:30 PM

Stakeholder Consultation/Comments

The Iowa Finance Authority released proposed application items on May 21, 2019, for stakeholder review and comment. Written comments were received by Friday, May 31, 2019. Comments and IFA responses are available on the ESG and SAF web pages for the 2020 and 2021 Program.

Competition Overview

Combined ESG and SAF Application

This is a combined competition for the ESG and SAF programs. Some agencies may be awarded funds through just one program, and some agencies may be awarded funds through both programs. This will be in order to balance the total available funds through both programs, and in most cases, it will not impact the total amount awarded to any particular agency. Agencies are assumed to be applying for funds through either program, according to the types of services listed below that are eligible through each program. The Iowa Finance Authority will make the determination as to which agencies are awarded funds through which program(s), according to scoring, type of funding sought, and other factors. Alternatively, an agency may choose to take itself out of consideration for one or the other program. Agencies choosing this must explain this in the Budget section of the application.

Combined 2020 and 2021 Calendar Years

To support longer-range budget planning and to reduce administrative requirements on both funded agencies and the Iowa Finance Authority, this competition will cover both the 2020 and 2021 calendar years. The process of awarding funding for 2020 will be similar to recent years. Additional funding for 2021 will be awarded mostly on a proportional basis; for example, an agency that was awarded 2.5% of total available funds in 2020 may be eligible for approximately 2.5% of total available funding in 2021. The final eligible total for 2021 may vary depending on the following characteristics, or other adjustments made by the Iowa Finance Authority: total funding available to the Iowa Finance Authority, the funded agency meeting contract requirements during the 2020 calendar year, the number of other funded agencies that are also meeting contract requirements, and the possibility of new project awards for applicants that did not receive an award in 2020. As a new approach, the multi-year award process is subject to revision at any time as deemed necessary by the Iowa Finance Authority.

[Link to the ESG page for information in the section for the 2020-2021 Program](#)

[Link to the SAF page for information in the section for the 2020-2021 Program](#)

Purpose of the ESG and SAF Programs

ESG

The ESG program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Iowa Statewide ESG program is governed by federal regulations at 24 CFR Part 576 and by State

of Iowa Administrative Rules at Chapter 265 Section 42.

[Link to Federal ESG Resources and Information from HUD](#)

[Link to State of Iowa ESG Administrative Rules](#)

SAF

The SAF program was created to support the operations of homeless shelters and domestic violence shelters, and provide essential services for those experiencing homelessness. The SAF program is governed by Iowa Code Chapter 16.41 and Iowa Administrative Rules Chapter 265, Section 41.

[Follow this link for the SAF Administrative Rules \(in the Program Management section\).](#)

Eligible Applicants

ESG

Units of general purpose local government and private nonprofit organizations in the State of Iowa are eligible applicants for ESG. Agencies must serve persons in Iowa who are experiencing or are at risk of experiencing homelessness, according to HUD's definition.

[Link to HUD Homeless Definition at 24 CFR Part 91](#)

[Link to HUD ESG Regulations at 24 CFR Part 576](#)

SAF

Units of general purpose local government, private nonprofit organizations, and local public housing authorities in the State of Iowa are eligible applicants for SAF. Agencies must serve persons in Iowa that are experiencing homelessness, according to HUD's definition. Agencies may also provide food either to one or more shelters or directly to program participants.

Eligible Activities: ESG

ESG funds may support the following activities:

1. Street Outreach

Funds in this category may be used to provide essential services necessary to reach out to unsheltered homeless persons in Iowa. Services may include connecting persons with emergency shelter, housing, or critical services. Services may also include providing urgent, nonfacility-based care to unsheltered homeless persons who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible families and individuals must qualify under Category 1 of HUD's definition of homelessness. Eligible costs include engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.101.

2. Shelter

Funds in this category may be used to provide essential services to homeless families and individuals in emergency shelters in Iowa, as well as to operate emergency shelters in Iowa. Eligible families and individuals must qualify under Categories 1, 2, 3, or 4 of HUD's definition of homelessness.

Shelter: Essential Services. Eligible essential services activities include the following, with some restrictions: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, and services for special populations.

Shelter: Operations. Eligible operations activities include maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible activities may include assisting with a hotel or motel voucher.

The Shelter category may include transitional shelter/housing programs--ONLY if such programs received federal FY 2010 Emergency Shelter Grant funds (in Iowa, these funds were awarded for the July 1, 2010 - December 31, 2010 grant period).

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.102.

3. Homelessness Prevention

Assistance in this category may be provided to individuals or families that qualify under Categories 2, 3, or 4 of HUD's definition of homelessness, or under HUD's definition of At Risk of Homelessness. Homelessness Prevention is currently the lowest federal priority for assistance in the ESG program.

Homelessness Prevention: Rental Assistance. Eligible activities include short- or medium-term rental assistance or rental arrears.

Homelessness Prevention: Other Financial Assistance. Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

Homelessness Prevention: Housing Stabilization and Relocation Services. Assistance can include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.103-106.

4. Rapid Rehousing

Assistance in this category covers similar activities as Homelessness Prevention, but is for individuals or families that qualify under Category 1 of HUD's definition of homelessness.

Rapid Rehousing: Rental Assistance. Eligible activities include short- or medium-term rental assistance or rental arrears.

Rapid Rehousing: Other Financial Assistance. Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

Rapid Rehousing: Housing Stabilization and Relocation Services. Assistance may include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.104-106.

5. Data Collection and Reporting

A subrecipient may use up to 5% of a grant to pay the costs of contributing to and reporting data from Iowa's designated Homeless Management Information System (HMIS) or approved comparable database for domestic violence (DV) victim services providers or legal services providers. Currently, the approved HMIS system is ServicePoint HMIS and the approved DV system is ServicePoint DVIMS. Both are operated by the Institute for Community Alliances.

Applicants will not include Data Collection and Reporting as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

6. Administration

A subrecipient may use up to 2% of an ESG grant for general management, oversight, and coordination of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible in other cost categories, because those costs are eligible as part of those activities.

Applicants will not include Administration as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

Indirect Costs

In accordance with 2 CFR Part 200, as applicable, subgrantees may allocate indirect costs to any of the six eligible activities above.

Eligible Activities: SAF

SAF funds may support the following activities:

1. Shelter Operations

Funds in this category may be used to operate emergency homeless or domestic violence shelters.

Eligible operating expenses include staff salaries, maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Eligible costs may also include third-party agencies providing food, either to one or more shelters, or directly to program participants.

2. Essential Services

Essential services for individuals and families in homeless and domestic violence shelters, including case management, child care, education services, employment assistance and job training, outpatient health services (to the extent that such health services are otherwise unavailable), legal services, life skills training, mental health services (to the extent that such mental health services are otherwise unavailable), substance abuse treatment services (to the extent that such substance abuse treatment is otherwise unavailable), and transportation (transportation that is necessary to provide services).

3. Data Collection and Reporting

A subrecipient may use up to 5% of a grant to pay the costs of contributing to and reporting data from Iowa's designated Homeless Management Information System (HMIS) or approved comparable database for domestic violence (DV) victim services providers or legal services providers. Currently, the approved HMIS system is ServicePoint HMIS and the approved DV system is ServicePoint DVIMS. Both are operated by the Institute for Community Alliances.

Applicants will not include Data Collection and Reporting as part of their budget request in this application. Instead, they may choose to include this item in a later revised budget submitted after award.

Certifications & Assurances

Please see the section of the application for Certifications & Assurances, which contains many key program requirements. An additional application section contains a Minority Impact Statement, which is required by the State of Iowa for grant programs.

Source of Grant Funding

The U.S. Department of Housing and Urban Development (HUD) makes ESG funds available to states for activities pursuant to Title 24 of the Code of Federal Regulations, Part 576 (24 CFR 576). The Catalog of Federal Domestic Assistance (CFDA) number for ESG is 14.231.

The Shelter Assistance Fund is funded with a portion of the Iowa Real Estate Transfer Tax.

Award Period

The first-year award period will be January 1, 2020, through December 31, 2020. Subject to certain conditions, the second-year award period will be January 1, 2021, through December 31, 2021.

Grant Awards and Amounts

An estimated \$2.3 million for each of the two calendar years in ESG funds may be available to fund approximately 25 awards and \$1.3 million for each of the two calendar years in SAF funds may be available to fund approximately 25 awards. Availability of funds and award amounts are contingent on the availability of funds from HUD and from the State of Iowa. Awards will be made on a competitive basis based on the evaluation criteria.

The Iowa Finance Authority reserves the right to make changes in the competition at any time, including the right to require additional information from applicants, and to make final award determinations.

Evaluation Criteria

100 points are available to most applicants. Applicants that have never received an Iowa ESG or SAF grant AND do not have a qualifying data report to submit in the Performance section, will complete a New Applicants Only section instead of the Performance section. These applicants also will not qualify to receive points in the Budget & Grants Management section, Question 4, for 12 points. This results in 88 total points possible for these applicants.

Program Design - 25 points

Community Coordination - 25 points

Performance - 25 points

Budget & Grants Management - 25 points

New Applicants Only - 25 points in lieu of Performance section

Total: 100 total points possible

Application Deficiency Review Period

An application deficiency review period will take place following the final application deadline. The Iowa Finance Authority will first review all applications for curable technical deficiencies such as missing required documentation. If there are curable deficiencies, IFA will notify agencies using the contact information in the application. Agencies will be allowed one week to correct deficiencies.

Application Directions

Most questions are required. If a question does not pertain to your particular program, enter Not Applicable.

Section Navigation: Navigate through the application using the links for sections on the left. Once all required questions in a section have been completed, the section icon will turn from a red "x" to a green "check". Note that a green "check" does not reflect whether all applicable questions have been completed; applicants are responsible for verifying that all information is complete and correct.

Printing and Saving: You may use the icons toward the top of your application screen to "Print," "Save," and "Save and Exit." You may also wish to save your narrative answers first in a Word document, and then copy and paste to the application when ready. This will avoid the possibility of being "timed-out" of the system.

Linking Additional Users to One Application: You may link a second user to your application. The second user must first create their own account in the system. Then the first user may log in, click on "View" in the header, select "MyIFA Account", then at the bottom of the screen, click on "Add New Authorized User," then enter the new user's username. Both users should now be able to access and work on the same application.

Multiple Projects; One Agency: Only one application will be accepted per agency. If your agency is submitting a request for funding for more than one project, the application responses should include information for each project. Since each question includes only one response field, your response should clearly identify which parts apply to which project.

Submitting: Before the system will allow an application to be submitted, every icon must show a green "check" at left. Any missing responses to required questions will result in remaining red "x's". Any required questions that are missing a response may be identified by clicking the link at the bottom left for the "Error Log." Note that the system doesn't validate answers; it only verifies that each question contains a response. Once submitted, the application may be viewed, but no further edits will be allowed.

Application and Program Questions

Email judy.hartman@iowafinance.com or amber.lewis@iowafinance.com with questions about the ESG

or SAF programs or this application. For a response before the application deadline, final questions should be submitted at least 72 hours in advance of the application deadline.

Questions on the federal ESG program (not on this particular application) may also be submitted by agencies directly to HUD through the HUD Help Desk at the link below.

[Link to the HUD Help Desk and FAQs at www.onecpd.info.](http://www.onecpd.info)

Application Deadline Reminder: August 16, 2019, 4:30 p.m.

The application deadline is Friday, August 16, 2019 at 4:30 p.m. The system will not allow submissions past this time. To avoid technical delays, do not wait until the last day to submit your application. Note that the system is often slower on the day or two before the deadline, due to more users in the system at one time.

Applicant Profile

1. Organization Name:*

2. Project Name(s) (Enter more than one if for multiple projects):*

3. Recipient Type (check one)*

- Local Government Entity (not local PHA)
- 501(c)3 Non Profit
- Local PHA

4. Organization Address*

Street Address: City: State: Zip Code:

County:

5. Contacts (must list at least one contact person for each role type listed)*

Action	Type	Name	Position	Email	Phone
	Executive Director	First Last	Executive Director	exampleemail@gmail.com	(515) 555-5555

6. Registration Numbers*

DUNS # Tax/Employer
(<https://www.dnb.com/duns-identification-number.html>): Identification Number
(EIN/TIN):

7. Transitional Housing: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following.*

- The agency is NOT applying for a Transitional Housing project (as listed on the most recent Housing Inventory Count).
- The agency IS applying for a Transitional Housing project, AND received ESG funds for this same project in the 2010 calendar year ("grandfathered in" under federal rules)

[Link to more information on Transitional Housing eligibility](#)

8. Financial Statements: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Reports will be uploaded in the Exhibits section of the application.*

- The agency is submitting an AUDIT of financial statements, from an independent CPA, from the most recently completed fiscal year.

- The agency is submitting a certified REVIEW of financial statements, from an independent CPA, for the most recently completed fiscal year.
- The agency has never received Iowa ESG or SAF funding. If awarded funding, a Review or Audit will be required in following years.

9. Funded agencies must commit to using one of the following two systems to collect and report client data. Both systems are managed by the Institute for Community Alliances. Select which system your agency will use.*

- Iowa HMIS
- Iowa Domestic Violence Information Management System (DVIMS)

10. In general, policies and practices described by an applicant are assumed to apply throughout the agency's program(s), rather than just to some portion of the program(s) that is/are funded through ESG or SAF. For example, a Shelter cannot have two sets of policies, one set that applies to a certain number of beds that are funded through ESG or SAF, and another set of policies for other beds. Check the box to verify.*

- Agency follows one set of policies and procedures for all aspects of the program and/or all beds.
- Agency has more than one set of policies and procedures for the program(s) or bed(s) and this is explained below.

If the second box is checked in Question 10 above, provide an explanation.

Program Design

Program Design: 25 points

For the questions below, read each response carefully and mark all that apply. Some responses will add points while other responses will reduce points. If awarded funding, agencies are required to follow the policies described here and elsewhere in their application.

1. Provide the name(s) and description(s) of your project(s). This should match how projects are (or will be) listed in ServicePoint.*

Name:

Name:

Name:

Name:

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2. What type of assistance is requested? Check all that apply.*

- Shelter
- Street Outreach
- Homelessness Prevention (HP)
- Rapid Rehousing (RRH)

3. Who is eligible to receive assistance through the project(s) above?*

- Women
- Men
- Families with minor children (must include any family type if serving families with children)
- Unaccompanied youth

4. Is the program primarily intended to serve persons with any of the following conditions or characteristics?*

- Fleeing domestic violence
- Veterans (or veterans families)
- Substance use disorder
- Serious mental illness
- Youth

- Other
- Not limited--serve general population

5. Check the boxes to indicate your program's compliance with the selected requirements below. If the program will not meet ALL of these requirements, STOP; the program is not eligible to apply. (Note that not all program requirements are included below; additional requirements apply if awarded funding.)*

- The agency follows a written Termination of Assistance policy. For RRH or HP, this includes written notice, opportunity for appeal, and final written response.
- The agency follows a written reasonable accommodation policy to ensure services are provided to persons with disabilities, including a policy for accommodating assistance animals.
- The agency follows written policies to meet the safety needs of victims of domestic violence, dating violence, sexual assault, and stalking.
- The agency keeps written records for all clients provided assistance, and the records document eligibility.
- The agency keeps a written record of any individuals that are denied assistance due to ineligibility.
- The agency EITHER does not serve minor children OR the age or gender of a child under age 18 is NOT used as a basis for denying assistance to any family.

6. How does your program follow a Housing First approach? (4 points)*

- Program does NOT screen out applicants OR terminate assistance for having too little or no income.
- Program does NOT screen out applicants OR terminate assistance for active alcohol or substance use.
- Program does NOT screen out applicants OR terminate assistance for failure to participate in supportive services.
- Program does NOT screen out applicants for having a previous address not in Iowa OR not in designated service area.
- Program screens out applicants based on ALL of the above criteria: income, alcohol or substance use, failure to participate in services, and geographic location.

Answer Questions 8 - 10 according to the types of assistance requested. (15 points total)

7. Shelter:*

- The agency is NOT requesting funding for Shelter (check this box then move to the next question).
- The agency follows written policies for admission, diversion, referral, and discharge, including length of stay.
- The agency promotes diversion when possible through problem-solving conversations and identifying community supports.
- Participants are required to attend regular classes and case management meetings to stay in shelter.
- Participants must do chores to stay in the shelter.
- If offering shelter beds directly, all participants must exit the shelter by a certain time each day, without exception.
- Participants must line up for beds each night.
- Agency has written policies that ensure equal access regardless of gender identity or sexual orientation.
- The program does NOT permanently ban people, with possible exceptions for violence or theft.
- Participants are required to show an ID to enter shelter.
- Only local residents from neighboring communities or towns are allowed to stay in shelter.
- The shelter involves program participants in governance and operations.
- The agency does not provide shelter to persons under the influence of alcohol or substances.

8. Rapid Rehousing (RRH) AND/OR Homelessness Prevention (HP):*

- The agency is NOT requesting funding for Rapid Rehousing OR Homelessness Prevention (check this box then move to the next question).
- The program is requesting funding for legal aid ONLY (check this box then move to the next question).
- The program ensures that all RRH participants qualify at entry under Category 1 of HUD's homelessness definition (literally homeless), OR provides only HP assistance.
- The program follows written policies that describe the length of time that any participant may receive assistance.
- The program follows written policies that describe the depth of assistance that any participant may receive (maximum subsidy amount, etc.).
- Staff are regularly trained on how to use Fair Market Rent (including utility allowances) and Rent Reasonableness to assess unit eligibility.
- The program provides a flexible amount of assistance to households that qualify.
- The program provides the same amount of assistance to every household that qualifies.
- Assistance is generally limited to one-time, emergency assistance, such as to help with one-month's rent.
- Staff follows up with households after they exit the program to assess long-term housing stability.

9. Street Outreach:*

- The agency is NOT requesting funding for Street Outreach (check this box then move to the next section).
- The agency follows written policies that describe the standards for targeting and providing essential services.
- The agency follows written policies and procedures to ensure coordination with other service providers.
- The primary focus of the program is providing survival gear such as food, tarps, and sleeping bags.
- The primary focus of the program is helping connect people to available housing.
- Outreach is offered at different times of day and evening to reach the most individuals.
- Staff assist program participants in completing requirements for housing, such as getting identification, filling out applications, and collecting documentation.
- Follow-up support/after-care is offered to program participants after entering shelter or housing.
- Program participants must travel to a designated intake location for an assessment to be placed on the community's Prioritization List.

10. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (3 points)*

- Background checks are completed for all employees and all direct-service volunteers.
- All staff members and direct-service volunteers are trained in at least ethics, confidentiality, first-aid, and CPR.
- Agency has a current written emergency-preparedness plan and provides regular training to follow it.
- Has and follows written client confidentiality procedures.
- Has and follows written records-retention policies and procedures.
- Has and follows written grievance procedures.
- Has and follows a written plan for regular building inspections for safety and code compliance.
- At least one staff member or volunteer is available during all hours of program operation.
- Has and follows consistent publicly-available hours of program operation.
- Has and follows a written code of ethics for staff members and volunteers.

11. Governance: Check the boxes to describe the agency's board of directors. (3 points)*

- Board includes at least five members.
- Board meets at least quarterly.
- Board achieved quorum for at least 75% of meetings held during the past year.
- There are written minutes for each board meeting that are available for public inspection.
- Board approves annual budget.
- Board approves written financial policies and procedures for the agency.
- Board follows a written conflict of interest policy.
- Board ensures appropriate insurance coverage for the agency and board members.
- Board provides at least annual performance reviews of the executive director.
- Board ensures completion of an annual audit or independent review of financial statements by an independent CPA, plus tax filings if required.

Community Coordination

Community Coordination (25 points)

1. Briefly describe your agency and your project.*

2. Staff Qualifications: Enter staff experience, qualifications, and relevant training in the table. Include up to five staff members. (5 points)*

Action	Position	Name	Years with agency	Years in related field	Relevant degrees or certifications	Applicable training
	Executive Director	First Last	1.0	1.0	Example	Example
	Assistant/Deputy Director (or equivalent)	First Last	1.0	1.0	Example	Example
	Program Director	First Last	1.0	1.0	Example	Example
	Case Manager	First Last	1.0	1.0	Example	Example
	Fiscal/Accounting Manager (or equivalent)	First Last	1.0	1.0	Example	Example

3. Select the Coordinated Services Region(s) (or HUD-designated Continuum of Care) that your agency participates in.*

- Black Hawk/Tama/Grundy Region
- Eastern Iowa (Clinton, Delaware, Dubuque, Jackson)
- Johnson Washington Region
- Metro Area Continuum of Care for the Homeless (Pottawattamie)
- Linn Benton Jones Region
- Hope for the Homeless Region (Carroll, Cherokee, Crawford, Ida, Lyon, Monona, O'Brien, Osceola, Plymouth, Sioux)
- North Central Iowa (Cerro Gordo, Floyd, Franklin, Hamilton, Hancock, Kossuth, Mitchell, Winnebago, Worth, Wright)
- Northeast Iowa (Allamakee, Bremer, Buchanan, Butler, Chickasaw, Fayette, Howard, Winneshiek, Clayton)
- Quad Cities Bi-State (Scott)
- Polk County Continuum of Care Board (Polk)
- Siouxland Coalition to End Homelessness (Woodbury)
- South Central/West Region (Guthrie, Dallas, Adair, Madison, Adams, Union, Clarke, Taylor,

Ringgold, Decatur)

- Southeastern Iowa (Cedar, Muscatine, Louisa, Henry, Des Moines, Lee)
- Two Rivers (Boone, Marshall, Story, Hardin, Greene)
- Upper Des Moines Region (Buena Vista, Calhoun, Clay, Dickinson, Emmet, Humboldt, Palo Alto, Pocahontas, Sac, Webster)
- Balance of Counties (not covered currently by any other Coordinated Services Region)

4. Local/regional participation: In the following table, describe your agency's participation in local/regional coordination. (5 points)*

Action	Type of Contribution	Staff Member(s) Involved	Describe contribution/activities	Impact (why is this contribution important/helpful/etc.?)
	Promoting HMIS Participation/Bed Coverage	First Last	Describe	Describe
	Implementing Coordinated Entry	First Last	Describe	Describe
	Coordinating Services/Partnerships	First Last	Describe	Describe
	Leadership	First Last	Describe	Describe
	Planning/Hosting Community Events	First Last	Describe	Describe
	Developing/Implementing Common Standards	First Last	Describe	Describe
	Addressing Community Gaps in Baseline Services for at least Shelter & RRH	First Last	Describe	Describe
	Other	First Last	Describe	Describe

5. Point-in-Time: In the following table, describe your agency and staff participation in the January 2019 Point-in-Time (PIT) Count. Refer to the list at the link below for agencies that submitted results to the Institute for Community Alliances. (5 points)*

Action	Component	Describe staff participation/role	Community leadership role (if applicable)	Timeliness in reporting results to ICA
	Point-in-Time (PIT) Sheltered Count	Describe	Describe	Describe
	Point-in-Time (PIT) Unsheltered Count	Describe	Describe	Describe
	Housing Inventory Count (HIC)	Describe	Describe	Describe

[Link to the ESG page for Point-in-Time reporting results in the section for the 2020-2021 Program](#)

6. Coordinated Entry: In the following table, describe your agency's participation in Coordinated Entry (CE)/Centralized Intake. (5 points)*

Action	Type of Participation	Describe the extent of your agency's participation for each item
	Agency places clients on a community by-name Prioritization List? (not applicable to all agencies)	Describe
	Agency pulls clients from a community by-name Prioritization List? (not applicable for Shelter or Street Outreach)	Describe
	Agency staff has been trained for CE, such as data sharing, trauma-informed care, releases of information, VI-SPDAT	Describe
	Region has had CE Policies & Procedures approved by the Iowa Council on Homelessness CE Committee, or the CoC responsible for the region?	Describe
	Other participation in CE	Describe

7. Iowa Council on Homelessness: Describe how the agency has participated in activities/meetings of the Iowa Council on Homelessness and its committees in the past 12 months. (5 points)*

Action	Staff member(s) that participated	Relevant dates or time period	Any leadership contributions	Other participation

First Last

1/18/2019

Describe

Describe

Performance**Performance: 25 points****HMIS or DVIMS User Instructions:**

Follow the link below for instructions to produce the Performance Outcome Report for the 2018 Calendar Year (locate the instructions in the 2020-2021 Program section). Upload this report in the Exhibits section of this application. Use this report to answer the following questions. For report assistance, contact the Institute for Community Alliances at (515) 246-6643.

[Link to locate the Iowa HMIS or DVIMS Performance Outcome Report Instructions](#)

Is the agency applying as a new agency without a qualifying data report? If so, skip this section and instead answer the questions in the New Applicants Only section.*

- Agency is submitting a qualifying data report to answer questions in the Performance section.
- Agency has never received ESG or SAF funding AND is not submitting a qualifying data report. (Skip to New Applicants Only section.)

1. Participants served: a) How many total participants were served through the program in 2018 (including all programs for which funding is requested)? b) How many adult participants or heads of households? (not scored)

Action	Client Entry	Shelter	Rapid Rehousing	Homelessness Prevention	Street Outreach
	Number of participants served	100	10	10	20
	Number of adult or head-of-household participants served	50	8	8	20

2. What was your agency's data completeness in HMIS or DVIMS? All applicable data fields are checked for completeness, and all must show missing (null) values within the percentages below for points. (5 points)

- Less than 2% missing (null) values (goal)
- Between 2% and 5% missing (null) values
- Higher than 5% missing (null) values
- Agency has received ESG or SAF funding in the past three years, but no data is available for 2018
- Agency has never received ESG or SAF funding and no data is available

3. What was your agency's data timeliness (average days from program participant start date to data entry) in HMIS or DVIMS? (5 points)

- 7 days or shorter (exceeds current goal)
- 14 days or shorter (goal)
- Longer than 14 days
- No data is available
- Agency has received ESG or SAF funding in the past three years, but no data is available for 2018
- Agency has never received ESG or SAF funding and no data is available

Answer the following questions, for all types of programs for which funding is sought. (15 points total)

4a. SHELTER: Of the program participants that exited your Shelter program, what percentage exited to a permanent destination?

- No Shelter funding is requested (check box then move to next question)
- Program is a Family or Family/Individual Shelter and successful exits were 45% or higher (goal)
- Program is a Family or Family/Individual Shelter and successful exits were less than 45%

- Program is an Individual Only Shelter and successful exits were 25% or higher (goal)
- Program is an Individual Only Shelter and successful exits were less than 25%
- Funding is requested for Shelter, but no data is available

4b. SHELTER: What was your program's Exit Destination Error Rate?

- No Shelter funding is requested (check box then move to next question)
- Program is a Family or Family/Individual Shelter and exit destination error rate is 10% or less (goal)
- Program is a Family or Family/Individual Shelter and exit destination error rate is higher than 10%
- Program is an Individual Only Shelter and exit destination error rate is 65% or less (goal)
- Program is an Individual Only Shelter and exit destination error rate is higher than 65%
- Funding is requested for Shelter, but no data is available

5a. RAPID REHOUSING (RRH): What was your program's average length of time from enrollment to permanently housing an applicant?

- No RRH funding is requested (check box then move to next question)
- 30 days or less (goal)
- Longer than 30 days
- Funding is requested for RRH, but no data is available

5b. RAPID REHOUSING (RRH): What was your program's Move-In Error Rate?

- No RRH funding is requested (check box then move to next question)
- 10% or less (goal)
- Higher than 10%
- Funding is requested for RRH, but no data is available

5c. RAPID REHOUSING (RRH): Of the program participants that exited your RRH program, what percentage exited to a permanent destination?

- No RRH funding is requested (check box then move to next question)
- Higher than 80% (goal)
- Between 71% and 80%
- 70% or lower
- Funding is requested for RRH, but no data is available

5d. RAPID REHOUSING (RRH): What was your program's Exit Destination Error Rate?

- No RRH funding is requested (check box then move to next question)
- 10% or less (goal)
- Higher than 10%
- Funding is requested for RRH, but no data is available

6. HOMELESSNESS PREVENTION: What percentage of program participants that exited your program remained permanently housed?

- No Homelessness Prevention funding is requested (check box then move to next question)
- Higher than 90% (goal)
- Between 80% and 90%
- 80% or below
- Homelessness Prevention funding is requested, but no data is available

7. STREET OUTREACH: What percentage of program participants that exited your program (are no longer receiving services) remain on the streets or exited to an unknown destination?

- No Street Outreach funding is requested (check box then move to next question)
- Less than 25% (goal)
- Between 25% and 35%

- Higher than 35%
- Street Outreach funding is requested, but no data is available

8. OTHER: ONLY for eligible legal services providers (ESG) or shelter food providers (SAF). If none of the measures in Questions 4-7 apply to your program, what are the applicable performance results that demonstrate the success of your program? Provide performance results that relate to every type of assistance that is requested in the application. Performance results should be housing-focused; for example, the number and percentage of evictions prevented or delayed.

9. PERFORMANCE GOALS MET? Based on the responses above (Questions 4a - 8), which applicable performance goals were met and which were not?

Budget and Grants Management

Budget and Grants Management: 25 points

Instructions:

There are four eligible categories of assistance: Shelter, Rapid Rehousing, Homelessness Prevention, and Street Outreach. Shelter may be funded by either ESG or SAF; funding in other categories is limited to ESG. In the following tables, first determine your maximum eligible application amount for each category you are applying for. Then enter your actual request. The actual request for each category must not exceed the maximum eligible.

If awarded funding through ESG and/or SAF, agencies may use up to 5% of the total award for Data Collection and Reporting. If awarded funding through ESG, agencies may use up to 2% of the total award for Administration. Agencies choosing to use funds for these categories will include these items in a revised budget submitted after award.

The total request for all categories combined must be between \$20,000 and \$200,000. This is for the initial 2020 year. Subject to certain conditions, renewal funding may be awarded for the 2021 year, based on the information contained in this application.

1. OPTIONAL QUESTION. Funding Request: Agencies are assumed to be applying for EITHER ESG or SAF funding, according to the types of assistance requested. If your agency is interested ONLY in ESG or ONLY in SAF, explain this here. Note that, depending on total requests received, limiting your request in this way may decrease the likelihood of an award or the likely amount of funding through either category.

2a. Shelter: Maximum eligible request. Count ONLY those beds dedicated to persons that qualify under HUD's definition of homeless, and that are/will be designated as following all applicable program requirements. If the agency offers both Emergency Shelter (ES) and Transitional Housing (TH), and the TH qualifies as "grandfathered in" for funding (see Applicant Profile section for more info), then both programs may be included in the following calculations. If the sum of both ES and TH eligible amounts is less than \$20,000, round up to \$20,000 for the total that may be requested for Shelter.

Action	ES or TH	Number of total bed nights projected to be available in 2020 (for year-round beds, this is the number of total beds x 365)	Number of shelter bed nights provided in 2018 (leave blank if new)	Multiply the lowest bed night calculation by 3 for a TH program = Eligible Amount	Multiply the lowest bed night calculation by 6 for an ES program = Eligible Amount	Alternate for Shelter food providers for SAF only: \$30,000 Eligible Amount
	ES	18,250	15,000		\$90,000	

TH	3,650	3,000	\$9,000		
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2b. Rapid Rehousing: Maximum eligible request. Note that only participants qualifying under Category 1 of HUD's homeless definition (literally homeless) are eligible to be served through RRH.

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$150,000 if serving General Population; otherwise Eligible Amount = up to \$75,000
	Example CSR or CoC	General population--families with children and/or individuals	\$150,000

2c. Homelessness Prevention: Maximum eligible request

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$50,000 if serving General Population; otherwise Eligible Amount = up to \$25,000
	Example CSR or CoC	General population--families with children and/or individuals	\$50,000

2d. Street Outreach: Maximum eligible request

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$50,000 if serving General Population; otherwise Eligible Amount = up to \$25,000
	Example CSR or CoC	General population--families with children and/or individuals	\$50,000

3. Actual Request. Enter your budget request in the table below. Ensure that no category subtotal exceeds the eligible amount as calculated above, and that all items follow eligible program rules. The total request must be at least \$20,000 and no more than \$200,000. Provide enough detail in the "Description" boxes to explain each item. Note that if awarded ESG funds, the agency will be required to provide documentation of a 75% match. (10 points)*

Action	Activity	Activity Subcategory	Description	Amount of Request
	Shelter	Shelter: Operations	Example description	\$50,000
	Shelter	Shelter: Essential Services	Example description	\$49,000
	Rapid Rehousing (ESG only)	Rapid Rehousing: Rental Assistance	Example description	\$30,000
	Rapid Rehousing (ESG only)	Rapid Rehousing: Other Financial Assistance	Example description	\$20,000
	Rapid Rehousing (ESG only)	Rapid Rehousing: Housing Relocation & Stabilization	Example description	\$10,000
	Homelessness Prevention (ESG only)	Homelessness Prevention: Rental Assistance	Example description	\$10,000
	Homelessness Prevention (ESG only)	Homelessness Prevention: Other Financial Assistance	Example description	\$5,000
	Homelessness Prevention (ESG only)	Homelessness Prevention: Housing Relocation & Stabilization	Example description	\$5,000
	Street Outreach (ESG only)	Street Outreach	Example description	\$21,000
				\$200,000

4. Grant Management History: In the following table, describe your agency's ESG and/or SAF grant management history in the past three years (calendar years 2017, 2018, and 2019). (12 points)*

Action Topic	Describe your agency's record
Timeliness of draws	Describe
Data reports included with all draws	Describe
Any required match documentation submitted	Describe
Accuracy and completeness of draw forms	Describe
Completeness of back-up draw documentation (receipts,	Describe

timesheets, etc.)	
Utilization of all funds	Describe
Eligibility of submitted expenditures	Describe
IFA grant monitoring results	Describe
Other	Describe
Not applicable—did not receive an ESG or SAF grant in past three years	Describe

5. Peer Support: In the past two years, has your agency served in a peer mentor role to assist other ESG or SAF applicant agencies (especially new applicants) in developing policies and procedures, training staff, or otherwise meeting grant requirements? If so, describe the mentorship and the results. (3 points)

New Applicants Only

New Applicants Only

This section should only be completed by an applicant that has never received an Iowa ESG or SAF grant AND that does not have a qualifying data report to submit for the Performance section of the application. It is worth 25 points, in lieu of the points in the Performance section.

1. How did the community determine that a new program was necessary to serve the intended population? Why was the particular model chosen? Provide specific data from a needs analysis, gaps analysis, or other method. (5 points)

2. Describe the level of support the agency/program has from the applicable Coordinated Services Region (or CoC, if not in the Iowa Balance of State CoC). Upload a letter of support from the Coordinated Services Region lead agency or CoC in the Exhibits section of the application. (5 points)

3. How has your agency sought out partnership and/or support from agencies experienced in administering Iowa ESG or SAF grants? (5 points)

4. What steps has your agency taken to prepare for full data participation in HMIS or DVIMS if awarded funding? (5 points)

5. Which of the goals in the Performance section will be applicable to your program, and how is your program positioned to achieve them? (5 points)

Exhibits

Exhibits may be uploaded using the function at the bottom of this page. See the list below for documents to include.

1. Performance Outcome Reports

Follow the instructions in the Performance section of this application, and upload the required report(s) in the Exhibits section here.

2. Financial Audit or Review

Your organization's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant. Audits or Certified Reviews of Financial Statements must be submitted in their entirety, and should reflect all financial activity for the most recent fiscal year. Compilation reports do not meet the requirement. Agencies that have never received an ESG or SAF grant are exempt from this requirement.

3. IRS Form 990

Your private nonprofit organization's IRS Form 990 for the most recent fiscal year. Not applicable to government agencies.

4. Certificate of Standing

A valid and active Certificate of Standing/Existence for your private nonprofit organization, which can be obtained online for a fee of \$5.00 from the Office of the Iowa Secretary of State, printed within the past year. Not applicable to government agencies.

[Click here to obtain Certificate of Standing](#)

5. Shelter Certification of Local Government Approval

This is required for Shelter projects from private, nonprofit agencies, with the exception of agencies ONLY applying for SAF. This certification is valid for two years from signing. Locate the certification template at the link below, in the section for the 2020 Program. Print and have signed by your local government official, then upload a signed copy into this section.

[Link to locate the ESG Shelter Certification of Local Government Approval; see Program Management section](#)

6. Written Standards for Providing Assistance

View the document at the link below in the section for the 2020 Program to identify required ESG standards. Agencies applying only for SAF are also expected to have written standards that address similar items. Upload your agency's written standards.

[Link to locate required Standards for Providing Assistance; see Program Management Section](#)

7. Letter of Support from Coordinated Services Region Lead Planning Agency or Continuum of Care Lead Agency (Optional; only for agencies that have never received an Iowa ESG or SAF grant.)

Refer to New Applicants Only section. Upload any relevant Letter of Support.

Upload All Items Here

Upload exhibits here*

No Documents Found

Use the fields below to upload an exhibit.

Document Type:

Select a Document Type ▼

Title: Document to Upload:

Select

Optional Explanation

OPTIONAL: For any item in the application, provide an explanation if needed. For example: the response choices provided don't fit for your programs, an exhibit is missing, etc.

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

This section is not scored.

Definitions: "Disability" means the same as provided in section 15.102, subsection 10, paragraph "b", subparagraph (1). b. "Minority persons" includes individuals who are women, persons with a disability, African Americans, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans. c. "State agency" means a department, board, bureau, commission, or other agency or authority of the state of Iowa.

1. Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).*

- A: The proposed grant project programs or policies could have a disproportionate or unique positive impact on minority persons.
- B: The proposed grant project programs or policies could have a disproportionate or unique negative impact on minority persons.
- C: The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

2. If "A" is selected above, answer the following:

Describe the positive impact expected from this project.

Indicate which group is impacted:

- Women
- Persons with a disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native
- Other

3. If "B" is selected above, answer the following:

Describe the negative impact expected from this project.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Describe the negative impact expected from this project.

Indicate which group is impacted:

- Women
- Persons with a disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native
- Other

3. If "C" is selected above, answer the following:

Present the rationale for determining no impact.

I hereby certify that the information above is complete and accurate, to the best of my knowledge.

Entering my name and title here serves as my electronic signature.*

Name

Title

Certifications & Assurances

By electronically signing at the bottom of this page, I certify that to the best of my knowledge and belief, information in the application is true and correct, the application has been duly authorized by the governing body of the applicant, I am an authorized representative of the applicant, and the applicant will comply with all applicable federal and state requirements, including, but not limited to the following, if assistance is approved:

General Certifications

The Applicant acknowledges and agrees that any representation or information contained in this Application and in any subsequent documentation provided to the Iowa Finance Authority that is misleading or incorrect may result in termination of: 1) review of this Application; 2) any reservation of funds; and 3) any commitment of funds. The Applicant acknowledges and agrees that it is obligated to notify the Iowa Finance Authority of any changes in the information provided in the Application.

The Applicant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency. The Excluded Parties List System can be found at <https://www.sam.gov/>.

The Applicant will use any ESG funds granted pursuant to Iowa's approved Consolidated Plan and any applicable local Consolidated Plan and in compliance with all requirements of 24 CFR Part 92.

Lobbying Certification

The Applicant understands that no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee

of an agency, member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

The Applicant understands that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract grant, loan or cooperative agreement, the undersigned shall complete Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Sections 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Applicant understands that the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Federal and State Requirements

If awarded funds, the Applicant will comply with the following:

If awarded ESG funds, the federal ESG rules and regulations at 24 CFR Part 576, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. If awarded either ESG or SAF funds, all applicable State of Iowa Code and Administrative Rules.

If awarded ESG funds, the financial management guidelines issued by the U.S. Office of Management and Budget, as applicable, in accordance with 2 CFR Part 200.

If awarded ESG funds, the matching contributions requirement at 24 CFR Part 576.201.

If awarded ESG funds: the Violence Against Women Act (VAWA) Reauthorization of 2013 and HUD Final Rule Implementing VAWA, including protections against denial of assistance or admission, termination and eviction protections, VAWA Notice and Certification, and VAWA Emergency Transfer Plan.

Procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter. In addition, the Applicant will develop and implement written procedures to ensure that all records containing personally identifying information of any individual or family who applies for and/or receives grant assistance will be kept secure and confidential.

The Applicant will maintain in client files adequate documentation of homelessness or at risk of homelessness status to determine the eligibility of persons served, according to the most current definition of homelessness from the U.S. Department of Housing and Urban Development at 24 CFR Part 91.5.

Data and reporting requirements utilizing the ServicePoint Iowa Homeless Management Information System (HMIS), ServicePoint Domestic Violence Information Management System (DVIMS), or other means subject to agreement with the Authority, and according to standards established by the HMIS lead agency.

Termination of Assistance procedures, including a formal notification and appeals process for the termination of assistance to individuals or families who violate program requirements.

If awarded ESG funds, Coordinated Entry participation according to the approved Continuum of Care system as established by HUD.

To the maximum extent possible, the involvement, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted with grant funds, in providing services assisted with grant funds, and in providing services for occupants of facilities assisted with grant funds.

Conflict of Interest provisions at 2 CFR Part 200.112. In addition, the provision of any type or amount of assistance will not be conditioned on an individual's or family's acceptance or occupancy of emergency

shelter or housing owned by the agency, or a parent or subsidiary of the agency. If awarded ESG, the Applicant will not, with respect to individuals or families occupying housing owned by the agency, or any parent or subsidiary of the agency, carry out the initial evaluation for assistance or administer homelessness prevention assistance under Part 576.103.

Non-discrimination, in accordance with all applicable federal and state regulations. These include the requirements in 24 CFR part 5, the prohibitions against discrimination against disabled individuals under Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, the nondiscrimination and equal opportunity requirements under 24 CFR Part 576.407(a), and the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07).

Requirements for religious organizations: the Applicant will not engaging in religious proselytizing or counseling utilizing these grant funds, will not require attendance at religious services as a requirement or condition to receive services, and will not limit services or give preference to persons on the basis of religion.

Fair Housing Requirements, including all applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101–12213) and implementing regulations at 28 CFR part 35 and part 36 (public accommodations and requirements for certain types of short-term housing assistance).

Affirmative Action, including all requirements as implemented with Executive Orders 11625, 12432, and 12138, which require that every effort be made to solicit the participation of minority and women business enterprises (MBE/WBE) in governmental projects.

If awarded ESG funds: Affirmative Outreach, including procedures to ensure that all persons who qualify for the assistance, regardless of their race, color, religion, sex, age, national origin, familial status, or disability, know of the availability of the ESG services and assistance, including facilities and services accessible to persons with a handicap, and maintain evidence of implementation of the procedures. Consistent with Title VI and Executive Order 13166, the Recipient must also take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency persons.

If awarded ESG funds: the HUD Equal Access to Housing Final Rule of 2012 and HUD Equal Access to Housing Final Rule of 2016, regarding equal access in accordance with an individual's sexual orientation, gender, identity, and marital status.

Job Training and Employment for Low-income Residents, including Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

Section 6002 of the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act.

Drug-Free Workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24.

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R, as applicable.

If awarded funding for Shelter: the age or gender of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that provides shelter to families with children under age 18.

If awarded funding for ESG Homelessness Prevention and/or Rapid Rehousing: Rental assistance requirements according to Fair Market Rent restrictions at 24 CFR Part 982.503 and Rent Reasonableness standards at 24 CFR Part 982.507.

Note that the Certifications & Assurances above are not an exhaustive list of all federal and state requirements that pertain to either the ESG or SAF programs. Applicants awarded funds are required to comply with all applicable state and federal rules.

Entering my name and title here serves as my electronic signature.*

Name

Title

Remember to hit the Submit button when all sections are complete. Thank you for your application!

Error Log

The following errors occurred in the [Applicant Profile](#) section:

1. Organization Name:

Organization Name is Required

2. Project Name(s) (Enter more than one if for multiple projects):

Project Name is Required

3. Recipient Type (check one)

Identification of agency type is required.

4. Organization Address

Project Address is Required

Street Address: - Address is a required Field

City - City is a required field

State: - State is a required Field

Zip Code: - Zip Code is a required field.

County: - Count is required.

5. Contacts (must list at least one contact person for each role type listed)

Type - Primary Application Contact - Contact is required.

Type - Secondary Application Contact - Contact is required.

Type - Primary Financial Contact (for draw requests if awarded) - Contact is required.

Type - Secondary Financial Contact (for draw requests if awarded) - Contact is required.

Type - Public/Media Contact (for public announcement if awarded) - Contact is required.

Type - Primary Data/Reporting Contact - Contact is required.

Type - Secondary Data/Reporting Contact - Contact is required.

6. Registration Numbers

Tax/Employer Identification Number (EIN/TIN): - EIN/TIN is required.

Registration numbers are required.

7. Transitional Housing: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following.

TH question is required.

8. Financial Statements: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Reports will be uploaded in the Exhibits section of the application.

Audit question is required.

9. Funded agencies must commit to using one of the following two systems to collect and report client data. Both systems are managed by the Institute for Community Alliances. Select which system your agency will use.

Data system is required.

10. In general, policies and practices described by an applicant are assumed to apply throughout the agency's program(s), rather than just to some portion of the program(s) that is/are funded through ESG or SAF. For example, a Shelter cannot have two sets of policies, one set that applies to a certain number of beds that are funded through ESG or SAF, and another set of policies for other beds. Check the box to verify.

Question is required.

The following errors occurred in the [Program Design](#) section:

1. Provide the name(s) and description(s) of your project(s). This should match how projects are (or will be) listed in ServicePoint.
SP name is required.

2. What type of assistance is requested? Check all that apply.
Type of assistance is required.

3. Who is eligible to receive assistance through the project(s) above?
Must indicate who is eligible to receive services.

4. Is the program primarily intended to serve persons with any of the following conditions or characteristics?
Eligibility restrictions question is required.

5. Check the boxes to indicate your program's compliance with the selected requirements below. If the program will not meet ALL of these requirements, STOP; the program is not eligible to apply. (Note that not all program requirements are included below; additional requirements apply if awarded funding.)
Compliance question required

6. How does your program follow a Housing First approach? (4 points)
Housing first question is required.

7. Shelter:
Shelter question is required.

8. Rapid Rehousing (RRH) AND/OR Homelessness Prevention (HP):
RRH/HP question is required.

9. Street Outreach:
Street Outreach question is required.

10. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (3 points)
Quality standards question is required.

11. Governance: Check the boxes to describe the agency's board of directors. (3 points)
Board of directors information is required.

The following errors occurred in the [Community Coordination](#) section:

1. Briefly describe your agency and your project.
Agency and project description is required.

3. Select the Coordinated Services Region(s) (or HUD-designated Continuum of Care) that your agency participates in.
Coordinated Services Region question is required.

The following errors occurred in the [Performance](#) section:

Is the agency applying as a new agency without a qualifying data report? If so, skip this section and instead answer the questions in the New Applicants Only section.
Question is required.

The following errors occurred in the [Exhibits](#) section:

Upload exhibits here
Exhibits are required.

The following errors occurred in the [Minority Impact Statement](#) section:

1. Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

Required

Entering my name and title here serves as my electronic signature.

Required signature

Name - Name is required

Title - Title is required

The following errors occurred in the [Certifications & Assurances](#) section:

Entering my name and title here serves as my electronic signature.

Required signature

Name - Name is required

Title - Title is required

You must resolve the errors listed above before you can submit this application.